

## **STANDARD 8**

Students apply principles of resource management and develop skills that promote personal and professional well-being.

### **READINESS (Kindergarten)**

*Students know and are able to do the following:*

- **8WP-R1. Set short-term goals**
- **8WP-R2. Allocate the time, space and materials needed to accomplish classroom activities**

### **FOUNDATIONS (Grades 1-3)**

*Students know and are able to do all of the above and the following:*

- **8WP-F1. Understand the relationship between the goal-setting process and the allocation of time, money, material and human resources**

PO 1. Define/discuss relationship between goal-setting and allocation of resources

- **8WP-F2. Plan class time to accomplish schoolwork goals**

PO 1. Plan class time to accomplish schoolwork goals

### **ESSENTIALS (Grades 4-8)**

*Students know and are able to do all of the above and the following:*

- **8WP-E1. Set and prioritize a set of balanced goals related to school, home, education, and career planning and allocate sufficient time, materials and resources to each task**

PO 1. Define a personal/professional goal

PO 2. Create personal/academic goals

PO 3. Develop a community service goal

PO 4. Develop a time management program

- **8WP-E2. Describe the importance of balancing home, school and community activities to reduce stress**

PO 1. Define personal stress factors

PO 2. Identify how home, school, community activities can affect stress

## **PROFICIENCY (Grades 9-12)**

*Students know and are able to do all of the above and the following:*

- **8WP-P1. Set and prioritize their goals, estimate the time required to complete each assigned task, and prepare and follow the timeline/schedule**

PO 1. Develop a written personal/professional plan

- **8WP-P2. Prepare a short- and long-term personal budget; make expenditure, revenue and savings forecasts; maintain proper records**

PO 1. Implement a written personal financial plan

- **8WP-P3. Evaluate the impact of health choices (e.g., smoking, substance abuse, exercise) on personal and professional well-being**

PO 1. Describe the effects of health choices on a person's well being and his/her ability to complete work tasks

PO 2. Analyze and evaluate the impacts of health choices

- **8WP-P4. Identify strategies for balancing self, family, work, leisure and citizenship; ways to reduce the impact of stress; and how both relate to personal and career satisfaction**

PO 1. Develop written strategies for personal and career satisfaction

## **DISTINCTION (Honors)**

*Students know and are able to do all of the above and the following:*

- **8WP-D1. Design a Request for Proposal process**
- **8WP-D2. Maintain a personal management system by setting goals, managing resources, and balancing life choices to accomplish career and life satisfaction**
- **8WP-D3. Select relevant goals, prioritize them, allocate time to each, and prepare and follow schedules when solving workplace or school projects**

- **8WP-D4. Organize and efficiently allocate material, facilities, supplies, parts and equipment to optimize their use in personal and professional goal attainment**
- **8WP-D5. Prepare budgets and make cost and revenue forecasts in a business, reconciling differences between inventory and financial records, and projecting resource needs over time**
- **8WP-D6. Design a task analysis flow chart**
- **8WP-D7. Assess knowledge and skills, delegate work accordingly, evaluate performance and provide feedback on human resources when working on a team project**
- **8WP-D8. Design a computer-generated workplace document with narrative and graphics, using desktop publishing software**
- **8WP-D9. Demonstrate an understanding of First-In First-Out (FIFO), Last-In First-Out (LIFO) and Just-in-Time inventory systems**
- **8WP-D10. Develop a workplace staffing plan and write job descriptions**
- **8WP-D11. Develop a bill processing system**